EXPENSE REPORT

THIS REPORT SHOULD INCLUDE ALL REIMBURSABLE EXPENSES AND CHARGES DIRECTLY TO THE COMPANY.

USE REVERSE SIDE FOR ADDITIONAL EXPLANATION OF AUTO MILEAGE REIMBURSEMENT.

One GROUP must be chosen. Insert "X" on group

GROUP:	Direct	Indirect	Sales & Mrkt	Gen & Admin

Total Facility Solutions, Inc.

NAME	COMPANY	DIVISION	START DATE	END DATE

Section I Individual Expenses

DATE	DESCRIPTION OF EXPENDITURE	ACC / JOB #	MATERIALS & SUPPLIES	REPAIR & MAINTENANCE	CONTRIBU-TIONS	DUES & SUBSCRIPTIONS	EQUIPMENT RENTAL	GASOLINE PURCHASED	OFFICE SUPPLIES	OFFICE SUPPLIES	EMPPLOYEE RELATIONS	AUTO & TRUCK EXPENSE	CLUB DUES	DAMAGE & BREAKAGE
		SUB TOTALS:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Section II Entertainment

DATE	PLACE & TYPE OF ENTERTAINMENT	NAME OF INDIVIDUALS ENTERTAINED	# IN GROUP	ORGANIZATIONS REPRESENTED	BUSINESS PURPOSE & NATURE OF DISCUSSION (PLEASE PRINT OR TYPE LEGIBLY)	ENT. PROMO	ENT. MEAL EXP.
						$ -	$ -

DEPT		EXPENSE DESCRIPTION	AMOUNT
	0.000	MATERIALS & SUPPLIES	
	0.000	REPAIR & MAINT.	
	0.000	CONTRIBUTIONS	
	0.000	DUES & SUBSCRIPTIONS	
	0.000	EQUIPMENT RENTAL	
	0.000	GASOLINE PURCHASED	
	0.000	OFFICE SUPPLIES	
	0.000	EMPLOYEE RELATIONS	
	0.000	AUTO & TRUCK EXP.	
	0.000	ENT & PROMO	
	0.000	ENT. MEAL EXPENSE	
	0.000	CLUB DUES ONLY	
	0.000	DAMAGE & BREAKAGE	
	0.000	Trvl - HOTEL EXP.	
	0.000	Trvl - AIRFARE	
	0.000	Trvl - AUTO RENTAL	
	0.000	Trvl - MILAGE, PARKING, ETC	
	0.000	Trvl - EMPLOYEE MEALS	
		GROSS TOTALS:	

Section III Travel Expenses (see milage on pg 2)

DATE	DESTINATION & PURPOSE OF TRIP	HOTEL	AIR FARES	AUTO RENTAL	PARKING & CABS	EMPLOYEE MEALS	DAILY TOTAL
	SUB TOTALS:	-	-	-	-	-	

I CERTIFY THAT THE ABOVE EXPENSES HAVE BEEN INCURRED BY ME ONLY ON BEHALF OF THE COMPANY & HAVE NOT BEEN PAID OR REIMBURSED BY THE COMPANY.

SIGNATURE OF EMPLOYEE	DATE
APPROVAL BY IMMEDIATE SUPERVISOR	DATE
OTHER APPROVAL AS REQUIRED	DATE

SUMMARY OF TOTALS	
TOTAL SEC. I	
TOTAL SEC. II	
TOTAL SEC. III	
GRAND TOTAL	
LESS: CASH ADVANCE	
BALANCE DUE EMPLOYEE	

EXPENSE REPORT

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USE REVERSE SIDE FOR ADDITIONAL EXPLANATION OF AUTO MILEAGE REIMBURSEMENT.

One GROUP must be chosen. Insert "X" on group

GROUP:				
	Direct	Indirect	Sales & Mrkt	Gen & Admin

NAME	COMPANY	DIVISION	START DATE	END DATE

INSTRUCTIONS FOR COMPLETING THIS EXPENSE REPORT

EXPENSE REPORTS ARE TO BE SUBMITTED AT FREQUENT INTERVALS FOR APPROVAL AND PAYMENT.

Company policy and federal tax laws require us to comply with the following instructions:

1. Date: Date of expense.
2. Destination: (City, State and Country), Location: Place.
3. Purpose of Trip: State briefly purpose of trip, or description of expense.
4. Hotel: Record daily room charges including tax.
5. Meals: Enter amount of your meals for each day, including tip. If you pay for guests at any meal, show the total charge for that meal (including your own) in the entertainment column. Give details in the section below. Receipts required if individual charge is over $25.00.
6. Transportation:
Air Fares: Record full amount of business related air fare (Company or / and personally paid).
Auto: Include car rentals, or record business mileage of personal auto in detail section below, and carry totals by date in the appropriate column titled "Auto".
7. Entertainment: Enter expenses and give details in the section below. Receipts are always required. Business purpose and nature of discussion must be specific. General comments such as "discussed business" are not acceptable.
8. Other Miscellaneous Expense: Includes telephone charges, laundry, postage, gratuities and dues.
-Describe expenses in column 3.
-Tips associated with meals, entertainment, cabs, etc. should be included under those respective classifications. Only gratuities associated with service for which there is no charge should be shown separately.
9. Please attach receipts for all lodging and company car expenses regardless of amount.
10.Expense accounts must be submitted promptly. Details substantiating expenses must be recorded at or near the time the expenditure is made Expenses may be recorded in a diary or other account book for later coping on the expense statement. You are not required to retain a copy of your receipts for your own income tax purposes if you filed them with the company. You should retain a copy of each expense statement.

Section III (Cont.) **Travel Expense - Detailed Auto Milage Reimbursement for Business Use of Personal Car In Accordance With Company Policy.**

DATE	FROM	TO	MILES	RATE	AMOUNT	DATE	FROM	TO	MILES	RATE	AMOUNT
									TOTAL MILEAGE REIMBURSEMENT:		

FORM: TFS020 REV: 09/20/11